

Central Wisconsin Community Action Council, Inc.

EPF&A Committee Meeting Minutes

November 8, 2013

Present: Bill Gomoll, Muriel Harper, Dave Singer, Jim Layman, and John Earl

Excused Absence: None

Staff: Fred Hebert, Kari Labansky, Jim Dahlke, and Donna Lynch

Guests: Charlie Krupa, Renee Greenland, and Sandy Wormet

1. John Earl called the meeting to order and roll call was taken with five members present.
2. Motion passed by unanimous vote approving the agenda and minutes of the October 11, 2013 and October 23, 2013 EPF&A Committee Meetings.
3. Fred updated the committee on Personnel issues. Kim Lyga, Rep Payee Representative at our Adams office resigned. We plan to fill the position with Kim McClelland from our Dells office having Diane Jepson and Amy Mead (new hire) helping out. WHEDA has offered us management of Section 8 for Jefferson County.
4. Jim Dahlke presented a Food Pantry update with a Statement of Revenues and Expenditures from January 1, 2013 through September 30, 2013 indicating total revenues at \$84,795 and expenditures at \$78,130 with a positive difference of \$6,665. Kari Labansky presented the draft Form 990 overview received from WIPFLI. Motion passed by unanimous vote approving both reports with thanks to Kari and Jim for their hard work. Fred mentioned possible cost saving measures for 2014 which could include reduction in the agency IRA matching contribution and spouse healthcare coverage.
5. John Earl presented an update on the By-Laws revision work of the Ad Hoc Committee.
6. Fred mentioned the TEFAP meeting held on October 30th which included all 16 participating Food Pantries.
7. We expect the Federal Home Loan Bank Grant announcements the first week of December.
8. Committee members reviewed a brief summary of Community Action Agencies Standards for Excellence including standards agencies are expected to conform to.
9. Committee members requested a brief narrative from Fred regarding the Executive Directors Performance Evaluation. Motion passed by unanimous vote to create an Ad Hoc Committee for the purpose of consideration of the Executive Directors Performance Evaluation and Compensation. John Earl will recruit committee volunteers who will meet for 1 ½ hours (10:30 am to 12:00 pm) on two to three Fridays in January to complete the review process for presentation to the full board. Fred suggested board members could complete their review possibly containing about five criteria around the same time.
10. Motion passed by unanimous vote tabling approval of the Strategic Plan until the next EPF&A Committee meeting.
11. Meeting Adjourned – Next Meeting – Friday, December 6, 2013